

**CENTER DIRECTIVES MANAGEMENT SYSTEM**

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Ames Policy Directive

APD 8800.4

Effective Date: June 21, 2006

Expiration Date: June 21, 2011

Subject

Ames Environmental Programs

Responsible Office

QE/Environmental Services Office/Ext. 4-3355, Mail Stop 218-1.

1. Applicability

This directive applies to all civil servants, contractors, resident agencies and resident partners at Ames Research Center, Moffett Federal Airfield, and Crows Landing.

2. Purpose

This directive establishes the policy and responsibilities for environmental protection and environmental compliance at the facilities under the jurisdiction of Ames Research Center (ARC).

3. Policy

It is Ames Research Center policy to:

- A. Enable the success of Agency and Center missions, services, and activities, as defined in the NASA Strategic Plan, while maintaining environmental stewardship of assets, controls over environmental responsibilities, and compliance with applicable law. The NASA Headquarters Environmental Management Division defines NASA's environmental strategy and sets forth a framework for meeting today's environmental needs and preparing for future challenges. It is NASA policy to provide environmental stewardship, to implement environmental sustainability, to go beyond compliance, and to restore sites that have been contaminated by past practices. NASA Environmental Management Division values systems thinking, which recognizes our interconnectedness within NASA, and with the environment.
- B. Comply with all applicable requirements of Federal law, regulations, and Executive Orders; NASA's self-established requirements and agreements with other agencies, industry, and/or organizations; and with State and local environmental laws and regulations properly applicable to Federal entities. Environmental requirements may encompass issues related to environmental management, including, but not necessarily limited to: hazardous waste management, restoration, remediation of contaminated sites, environmental justice, pollution prevention, water and air management, energy and water conservation, and protection of cultural and natural resources.
- C. In program and project management, as defined in NASA Policy Directive (NPD) 7120.4 and NASA Procedural Requirements (NPR) 7120.5, consider reducing environmental impact throughout the life cycle of a program, including planning, development, execution, and disposition activities. Examples of environmental factors include consideration of environmental impacts as required by the National

Environmental Policy Act (NEPA), the proposed use of hazardous materials, the potential for waste generation, the need to acquire necessary permits, waivers and authorizations, and the overall environmental preferability of selected materials and processes.

- D. As part of addressing environmental factors, include in the life cycle analysis of costs the potential environmental impacts of programmatic activities and their supporting institutional processes.
- E. Foster employee awareness of the environment, as well as environmental policies, laws and regulations through training and active communication.
- F. Provide opportunities for local communities to discuss and comment on Ames' projects and operations that impact the environment in accordance with applicable laws and consistent with NASA statutory authority.
- G. Actively partner with Federal, State, and local regulatory agencies, as appropriate, to leverage available resources and comply with environmental requirements, prevent pollution, reduce waste generation, and manage natural resources in the most efficient and effective manner possible.
- H. Promote continual improvement in carrying out the Center's environmental management responsibilities.

4. Responsibilities

A. The Center Director is responsible for:

- 1. Ensuring that the Center has a designated environmental manager.
- 2. Ensuring that the Center has a designated energy manager.
- 3. Providing sufficient qualified staff and resources required to perform environmental and energy conservation activities.
- 4. Ensuring effective development and execution of environmental and energy conservation training, that will promote the knowledge and proficiency of the NASA workforce.
- 5. Implementing Agency environmental and energy conservation functional leadership activities, policies, regulations, and procedural requirements.
- 6. Reviewing and overseeing all environmental and energy activities.
- 7. In collaboration with NASA Headquarters Office of Infrastructure and Administration, establishing oversight and evaluating Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for the identification, documentation, evaluation, and disposition of all environmental requirements for programs, projects, facilities, systems and operations.

B. Program and project managers are responsible for the following:

- 1. Implementing environmental policies and requirements within existing programs and projects including life-cycle planning, development, execution, and disposition activities.
- 2. Ensuring that requirements of NEPA are satisfied for any proposed new or modified programs and projects.
- 3. Coordinating and consulting with the Environmental Services Division on both existing and new programs and projects to ensure compliance with law and the effective implementation of environmental requirements.

C. The Center Line Managers and Supervisors are responsible for:

1. Incorporating this environmental policy into planning and budgeting; allocating and maintaining appropriate levels of authority and funding; assuring appropriate training; overseeing environmental process and material selection; minimizing hazardous waste; and stewardship for energy and water usage.
2. Reporting identified environmental protection problems to line management or Code QE, Environmental Services Office.

D. Center personnel are responsible for:

1. Complying with this policy and all applicable Federal, state, and local environmental requirements, including the Ames Environmental Procedural Requirements, APR 8800.3.
2. Reporting identified environmental protection problems to line management or Code QE, Environmental Services Office.

E. The Environmental Services Office is responsible for:

1. Advocating, managing, and allocating assigned environmental program resources, both Environmental Compliance and Restoration and Center funding.
2. Serving as the local source of expertise on environmental policies, procedures, requirements, and processes.
3. Supporting functional reviews as necessary to ensure that Center programs, projects, facilities, systems, and operations comply with all environmental requirements.
4. Coordinating with all internal organizations to ensure compliance with the law and effective implementation of environmental policies, procedures and processes.
5. Serving on the NASA Environmental and Energy Management Board as a voting member (the Division Chief or designee) and participating in the Environmental Management Panel working group activities as coordinated and approved by local and Headquarters Senior Management.
6. Reporting information regarding environmental management activities to the Assistant Administrator for Infrastructure and Administration.

F. Center and Component Facility energy managers, Code PFP, are responsible for the following:

1. Serving as the local source of expertise on energy conservation and water conservation policies, procedural requirements, and processes.
2. Conducting annual self-assessments on energy conservation and efficiency management. Self-assessment results will be reported to the Center Director and the Associate Administrator for Institutions and Management. Self-assessment results will be reported to the EEMB when Agencywide issues, problems, successes, and opportunities are involved.
3. Coordinating with all internal organizations to ensure compliance with the law and effective implementation of energy conservation policies and procedural requirements.
4. Serving on the EEMB and participating in Energy Management Panel working group activities as coordinated and approved by local and Headquarters Senior Management.
5. Collecting and providing input to mandatory Agency energy conservation plans, reports, and budget exhibits.
6. Reporting information regarding energy conservation activities to the Assistant Administrator for Infrastructure and Administration.

5. Measurement

- A. The majority of environmental regulations and Executive Orders include specific required metrics to assess progress. The Ames Procedural Requirement 8800.3 also establishes metrics for each environmental program area. These metrics are monitored and reported to assess performance and compliance with the requirements of the law or order.

6. References

NPD 8800.16, NASA Environmental Management
APR 8800.3, Ames Environmental Procedural Requirements



S. Pete Worden
Director

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